

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

MAINTENANCE WORKER / TRADES WORKER

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Journeyman’s license in trades (carpentry).
- (3) Prior experience in building maintenance or construction.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of building and maintaining structures of all types. Knowledge of and skill to use tools of the trade. Ability to read blueprints. Knowledge of codes required in construction. Interpersonal skills required to work as an effective team member.

REPORTS TO:

Director, Facilities, Maintenance & Property Control

JOB GOAL

To maintain facilities in the District in good condition and to provide a safe, healthy and attractive environment in which students and staff can learn and work.

SUPERVISES:

Maintenance Apprentices

PERFORMANCE RESPONSIBILITIES:

- * (1) Repair, renovate or remodel facilities as needed.
- * (2) Install floors, roofs, window sills, walls and repair windows as needed.
- * (3) Replace ceiling and floor tile as required.
- * (4) Maintain tools and equipment necessary to perform duties.
- * (5) Read blueprints and construct projects according to plans and in accordance with health and safety codes.
- (6) Requisition materials and supplies for jobs in progress.
- (7) Provide maintenance Manager with information needed to develop budget for fiscal year.
- (8) Supervise Maintenance I employees.
- (9) Install facilities for handicap students, staff and public.
- (10) Assist other tradesmen or perform carpentry duties in conjunction with other trades.
- (11) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

44.00

MAINTENANCE WORKER/TRADES WORKER (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

* Essential Performance Responsibilities

Job Description Supplement Code 8